|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Completed by:** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Project Sponsor:** | **Project Type:** |
|  |  |  | Mini  Standard  Complex |

|  |  |
| --- | --- |
| Introduction | The Team Member Performance Assessment provides an appraisal for an individual project team member. This form should be completed at the end of a project or at key milestones during a lengthy project. |

|  |  |
| --- | --- |
| ASSESSMENT FOR: | |
| **EVALUATION PERIOD** | MILESTONE  PROJECT CLOSE |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TEAM MEMBER ASSESSMENT** | **EXCELLENT** | **ABOVE AVERAGE** | **AVERAGE** | **NEEDS IMPROVEMENT** | **COMMENTS** |
| COMMUNICATION |  |  |  |  |  |
| CUSTOMER SERVICE |  |  |  |  |  |
| deadlines met |  |  |  |  |  |
| meeting attendance |  |  |  |  |  |
| morale |  |  |  |  |  |
| PROBLEM SOLVING |  |  |  |  |  |
| QUALITY OF DELIVERABLES |  |  |  |  |  |
| TEAMWORK |  |  |  |  |  |
| TIME MANAGEMENT |  |  |  |  |  |
| OTHER: |  |  |  |  |  |

|  |  |
| --- | --- |
| **Project Manager** | **Signature and Date** |
|  |  |